

SUPERVISING AIR RESOURCES SPECIALIST

DEFINITION:

Under direction, to administer and coordinate the activities of the Air Resources and Strategy Development unit of the Air Pollution Control District; to supervise subordinate Air Resources Specialists and Air Quality Specialists; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level in the Air Resources specialist series. The Supervising Air Resources Specialist reports to the Director and Assistant Director, Air Pollution Control and is responsible for coordinating the activities of the Air Resources and Strategy Development (ARSD) unit and providing first-line supervision over subordinate Air Resources Specialists, Air Quality Specialists, and other staff.

EXAMPLES OF DUTIES:

Plans, directs, coordinates, schedules, assigns, trains, and evaluates the work of assigned staff; develops, evaluates, monitors, and updates State and Federal air quality maintenance and attainment plans including the cost and impact of various air quality emission reduction strategies; evaluates, plans, and implements transportation control measures including transportation demand management measures to improve air quality and mobility; develops mobile-source emissions inventory programs; reviews and approves emergency episode plans; performs cost-effectiveness and other technical and administrative studies; develops, tracks, and controls the Air Resources and Strategy Development (ARSD) unit budget; develops and presents a monthly management report addressing the ARSD unit program and fiscal activity; evaluates air quality management and industrial development plans and determines short and long-term effects on local and regional air quality; monitors, evaluates, and implements Federal and State programs that affect air quality; performs air quality impact analysis for specific projects; facilitates the development of annual permit fees; assists in the establishment and implementation of department-wide quality goals; prepares special reports, correspondence, graphs and charts; and represents the District at inter-governmental meetings and acts as liaison with Federal, State, and other agencies to exchange information and coordinate programs.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Air pollution control principles, impacts, and mitigation practices.
- Air resources management, coordination, and planning principles, techniques, and methods to include transportation and indirect source.
- Data collection techniques related to air resource management.
- Federal laws/regulations related to air pollution control.

General Knowledge of:

- Supervision and training principles and techniques.
- Emission sources, factors, inventory and industrial processes.
- Data collection techniques related to emission inventory and emission factors.

- Air pollution control equipment and operation.
- Meteorological factors that affect air pollution.
- State and local laws/regulations related to air pollution control.

Skills and Abilities to:

- Plan, direct, coordinate, schedule, assign, train, and evaluate the work of subordinate Air Resources staff.
- Review analysis on transportation and indirect source impacts on air quality.
- Evaluate a wide range of air quality management and development plans to determine air quality impacts.
- Effectively communicate in oral and written form.
- Establish and maintain effective working relationships with departmental staff, representatives from outside agencies, and the public.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. A Bachelor's degree from an accredited college or university in engineering, physical science, mathematics, economics, environmental planning, environmental science, or a closely related field; AND, four (4) years of recent progressively responsible and professional experience performing evaluations of air quality management and development plans, emission controls, transportation and indirect source controls. Previous experience at the supervisory level is highly desirable; **OR,**
2. Two (2) years of experience as an Associate Air Resources Specialist, Air Quality Specialist-Transportation, or Air Quality Specialist-Indirect Source in the Air Pollution Control District of the County of San Diego.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at time of appointment and must be maintained throughout employment. Employees in this class may be required to use their personal vehicle.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).